

Beginning Teacher Support and Assessment Table of Contents

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**Request for Applications
Beginning Teacher Support and Assessment System
Fiscal Year 2005-06**

I. PURPOSE

The purpose of this Request for Applications (RFA) is to notify eligible applicants of the release of funds to support the Beginning Teacher Support and Assessment (BTSA) program. The BTSA program is a system that:

- A. Provides an effective transition into the teaching career for first-year and second-year teachers;
- B. Improves the educational performance of pupils through improved training, information, and assistance for new teachers;
- C. Enables beginning teachers to be effective in teaching pupils who are culturally, linguistically, and academically diverse;
- D. Ensures the professional success and retention of new teachers;
- E. Ensures that a support provider provides intensive, individualized support and assistance to each participating beginning teacher;
- F. Improves the rigor and consistency of individual teacher performance assessments and the usefulness of assessment results to teachers and decision makers;
- G. Establishes an effective, coherent system of performance assessments that are based on the California Standards for the Teaching Profession adopted by the California Commission on Teacher Credentialing (CCTC) in January of 1997;
- H. Examines alternative ways in which the general public and the educational profession may be assured that new teachers who remain in teaching have attained acceptable levels of professional competence;
- I. Ensures that an individual induction plan is in place for each participating beginning teacher and is based on an ongoing assessment for the development of the beginning teacher;
- J. Ensures continuous program improvement through ongoing research, development, and evaluation.

II. BACKGROUND AND LEGISLATIVE INTENT

California *Education Code* Section 44279.7 (a) states that “*The superintendent and the commission shall award supplemental grants on a competitive basis to Beginning Teacher Support and Assessment System teacher induction programs established pursuant to Section 44279.2 that are identified as having expertise according to criteria established by the superintendent and the commission. The supplemental grants received pursuant to this section shall be expended to assist clusters of teacher induction programs operated by school districts or consortiums of school districts.*” This includes county offices of education.

Further, the *Education Code* requires that the State Superintendent of Public Instruction (SSPI) and the CCTC establish criteria for the formation of school districts or consortiums of school districts teacher induction program clusters based upon, but not necessarily limited to, the following:

- A. Geographic proximity;
- B. Program size;
- C. Number of beginning teachers served; and
- D. Similarity of teacher characteristics and pupil populations in each school District.

The purposes and functions of each “Cluster Region Director” shall include, but not be limited to, the following:

- A. Assisting in designing, implementing, refining, and evaluating their teacher induction programs;
- B. Assisting in building the capacity to provide professional development for all personnel involved in the implementation of teacher induction programs, including, but not limited to, beginning teachers, support providers, and administrators;
- C. Disseminating information on teacher induction programs to all interested participants within the cluster, collaborating with other Cluster Region Directors, and state administrative agency staff statewide, to ensure ongoing program improvement; and
- D. Complying with State Board of Education (SBE), the California Department of Education (CDE), and the CCTC policy directives regarding BTSA-Induction programs.

III. APPLICATION INFORMATION

A. Timeline

| <u>Activities</u> | <u>Completion Date</u> |
|--|---|
| Release of RFA | January 3, 2005 |
| Deadline for receipt of applications | March 15, 2005 |
| Preliminary Award Notification (Web posting) | April 15, 2005 |
| Agency Score Sheets Available for Review | April 15, 2005 through May 1, 2005 |
| Appeal Deadline | May 15, 2005 |
| CDE Appeal Response | May 30, 2005 |
| Grant Award Notification | Pending DOF approval of expenditure plan |
| Grant Start Date | July 1, 2005 |
| Grant End Date | June 30, 2006 |

B. Applicant Eligibility

The selection of the BTSA Cluster Region Local Educational Agencies (LEAs) will be competitive and consistent with the requirements of BTSA funding. Eligible applicants include districts or consortiums of school districts currently holding a grant to administer Beginning Teacher Support and Assessment teacher induction programs. All applicants must show that they have the capacity to serve all current and emerging BTSA programs located within the cluster region from which they are applying.

Current cluster regions fall within the following geographic areas (**Appendix B**):

- Cluster Region 1: Northern/North Central Counties
- Cluster Region 2: Bay Area/Central Coast
- Cluster Region 3: Central Valley
- Cluster Region 4: Los Angeles County
- Cluster Region 5: Orange, San Diego, and Imperial
- Cluster Region 6: Inland Empire

C. Grant Funding and Time Period

For the 2005-06 fiscal year, grant award amounts are projected to be \$188,900 for the twelve-month period of July 1, 2005, through June 30, 2006, with \$64,000 in training funds. This amount will cover the services of a Cluster Region Director and funds for sufficient clerical support, as well as benefits and necessary travel. The \$64,000 in training funds is to be used to provide professional development to programs in the cluster region.

Funds will be advanced in quarterly increments. The final twenty-five percent (25%) will be released upon receipt of the requested fiscal reports.

D. Grant Award Process

Applications that meet the minimum qualifications will be submitted to a review team to be read and scored upon determination of whether the applicant is responsive to the requirements and standards described in this RFA. The grant awards will be made to the applicant with the highest score in each cluster region. Review will be based on the evaluation of the application components. Applications and score sheets will be available for review at the CDE.

E. RFA Submittal

One (1) signed original application and three (3) copies (see page 9) must be received in the California Department of Education, Professional Development Unit by 4:00 P.M., Tuesday, March 15, 2005. **Incomplete or late applications will be considered non-responsive and will not be reviewed for funding.** Applicants are advised to use express, certified, or registered mail. Transmission by electronic mail (email) or facsimile (fax) is not acceptable. The original application and three copies must be placed in an envelope clearly labeled on the outside with the application title and sent or hand delivered to the following address:

Thomas Lugo, Manager
Professional Development Unit
Request for Applications – BTSA Cluster Region Grant
California Department of Education
1430 N Street, Suite 4309
Sacramento, CA 95814

The CDE/CCTC reserves the right to reject any or all applications and may waive any immaterial deviation in any application. The CDE/CCTC waiver of any immaterial defects shall not excuse the grantee from full compliance with the grant terms, if a grant is awarded. Nothing herein requires the awarding of a grant in response to this RFA. The CDE/CCTC reserve the right to negotiate the budget and the scope of work and not to award a grant if negotiations are unsuccessful.

F. Cost of Preparing Application

The cost for preparing and delivering the application shall be the sole responsibility of the applicant. The CDE/CCTC shall not provide reimbursement for such costs.

G. Clarification of this RFA

Any prospective applicant needing clarification of this RFA may contact either:

Karen Sacramento, Education Programs Assistant
California Commission on Teacher Credentialing
(916) 322-9464
ksacramento@ctc.ca.gov

or

Jean Treiman, Education Programs Consultant
California Department of Education
(916) 323-5788
jtreiman@cde.ca.gov

H. Drug-Free Workplace Certification

Each successful applicant shall provide a drug-free workplace certification, as required by *Government Code 8355*, **Attachment H**.

I. Terms of the Grant

1. Budget Modifications

Surplus funds from a given line item of the approved budget, up to fifteen percent (15%) of that line item, may be used to defray allowable direct costs under other budget line items without prior approval. A change of more than 15 percent (15%) on any budget line item requires approval via a letter to the CDE Administrative and Fiscal Services Office. CDE will obtain appropriate approval and notify the grantee.

2. Travel

All local travel costs pertaining to the grant shall be reimbursed at rates not to exceed those officially established by the LEA. Out-of-state travel by grantee for purposes of this grant must be approved by the CDE/CCTC.

3. Retention of Records

The grantee shall maintain accounting records and other evidence pertaining to costs incurred, with the provision that the records and evidence shall be kept available by the grantee during the grant period and thereafter for three (3) full years from the date of the final payment. The CDE must be permitted to audit, review, and inspect the contractor's activities, books, documents, papers, and records during progress of the work for three (3) years following the final payment.

4. Deliverables

Grantee shall provide the CDE/CCTC with a mid-year progress report, a final progress report, and a final evaluation report. All funds must be clearly delineated in reports, consistent with the purposes described in this RFA, and in a format provided by the CDE.

5. Evaluation

- a. The grantee must report, as defined by the CDE/CCTC, on the status of each BTSA Induction Program and unaffiliated school districts annually by September 1 of each fiscal year to the CDE/CCTC. The Induction Standards are the criteria against which the BTSA Induction programs will be evaluated.
- b. The Cluster Region Director must provide evidence of activities, including meetings held with groups of programs and individual programs. This will be included in the Mid-Year Report due February 1, and the Final Report due May 15 of each fiscal year.

- c. Annually, the two Cluster Region Directors (within each of the six Cluster Regions) will submit a priority matrix for each program in the cluster (due August 1) and at the end of the year document (Final Report) the activities and growth for each program signed by both LEAs. In addition, the two Cluster Region Directors within each cluster region must submit a plan for collaboration that is signed by both LEAs. This report, the Collaboration Matrix, will be due September 1 of each fiscal year.
- d. For the grant to be reissued after the current year, all reports must be submitted on time, and show progress toward fully meeting the Induction Program Standards in all districts and partners in the cluster region.

6. Use of Funds

Grant funds must be used solely for the purposes outlined in this RFA. Expenditures must be based on analysis of program needs and the long-term strategic objectives for the cluster to expand and support effective BTSA-Induction programs. Cluster regions have discretion regarding how funds will be devoted to providing services to programs. All expenditures should contribute to the cluster region's long-term goals and objectives for BTSA.

Acceptable use of funds include:

- Travel for training (per diem within official LEA rates) and out-of-state travel must be approved by the CDE/CCTC
- Technical assistance activities including professional development and cluster regional support
- Statewide activities as approved by the CDE/CCTC

Unacceptable use of funds include:

- The purchase of property
- Building a facility
- Major remodeling of a facility
- Purchase of equipment (computer, scanner, laptop, fax, etc.)

7. Cluster Region Director

The grantee shall ensure that services are provided on a continual basis to programs. Grantee must notify the CDE and CCTC in writing of any vacancy of the Cluster Region Director, within 5 days of vacancy, explaining the grantee's plans for providing services to the programs. Any break in service exceeding one month will be considered as non-compliant with the requirements of the grant. The grantee shall ensure that the Cluster Region Director works with the other BTSA Cluster Region grant recipients in the state. If the CDE/CCTC determines that the grantee has failed to carryout the responsibilities outlined under the

terms of the grant, the CDE reserves the right to revoke any remaining funds and terminate the remainder of the grant.

8. Distinctness of Cluster Region Director

The Cluster Region Director is distinct and separate from a local BTSA program housed within an LEA. The Cluster Region Director shall not have responsibilities under the local BTSA program and shall not be in a supervisory role of the local BTSA Program Director. Likewise, the local BTSA program director shall not be the supervisor for the Cluster Region Director.

9. Appeal Process

Applicants that wish to appeal a grant award decision must submit a letter of appeal to the CDE. The letter of appeal, with an original signature by the authorized person who signed the application, must be received by May 15, 2005. Appeals shall be limited to the grounds that the CDE/CCTC failed to apply correctly the standards for reviewing the applications as specified in this RFA. The applicant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought. The letter must specify how the score conflicts with the criteria in the RFA, including any specific information contained in the application the appellant may think was overlooked or misinterpreted by reviewers. Incomplete or late appeals that only refute the readers' comments will not be considered.

Appeals must be addressed to:

Sue Stickel, Deputy Superintendent
California Department of Education
Curriculum and Instruction Branch
1430 N Street
Sacramento, CA 95814

The handling of any appeals will be at the sole discretion of the Deputy Superintendent of the Curriculum and Instruction Branch, who will notify the appellant of the final decision in writing by May 30, 2005. This shall be the final administrative action afforded the appellant.

10. Additional Information

This RFA is also posted on the BTSA Web site at <http://www.btsa.ca.gov>. The CDE and the CCTC will use this Web site to post additional information, such as the Preliminary Notice of Awards.

IV. APPLICATION INSTRUCTIONS

All applicants must address the program and application components using the formats included in **Attachments A-H**. The application must be double-spaced, in 12-point font, with one-inch margins all around. Each page of the application must be numbered consecutively. Do not bind the four copies of the application. One (1) original and three (3) copies must be submitted. Staple the individual applications in the upper left-hand corner, with the Application Cover Sheet on the outside. Applications are limited to a maximum of 20 pages, plus the required attachments.

Applications must be assembled in the following order:

- A. Application Cover Sheet, **Attachment A**
- B. Application Package Checklist, **Attachment B**
- C. Cluster Region Support, Assistance and Accountability Components Narrative, **Attachment C** (100 points)
- D. BTSA Activities and Projected Timeline, **Attachment D** (10 points)
- E. BTSA Monitoring and Evaluation Activities, **Attachment E** (20 points)
- F. LEA Organization Chart (**Attachment F** provided by applicant)
- G. Budget and Budget Justification, **Attachment G** (10 points)
- H. Drug-Free Certification, **Attachment H**

In the same sequence as the RFA, applicants must describe each Cluster Region Support, Assistance and Accountability component and identify specific objectives, activities, budget, needs, strategies, and outcomes.

V. APPLICATION PERFORMANCE

Each application will be individually read and scored by a review team; points will be totaled and averaged. The total point breakdown is as follows: Cluster Region Support, Assistance and Accountability Components: 100 points; BTSA Activities and Projected Timelines: 10 points; Program Monitoring and Evaluation: 20 points; Budget and Budget Justification: 10 points. A maximum of 140 points may be assigned to an application. An additional reading will occur if there is wide disparity among the readers' scores, and the scores will be averaged to determine the rank score.

Introduction to Cluster Structure of Support, Assistance, and Accountability Components

Successful applicants will be expected to implement each of the required BTSA-Induction support activities in Components 1-7. Through the program narrative and the required attachments, applicants must convey the comprehensive actions of a well-planned system of support, including the monitoring and evaluation activities that will ensure and sustain local program quality. The narrative in the program components must clearly reflect the cluster regional uniqueness, needs analysis, and implementation planning for BTSA-Induction programs in the cluster.

Cluster Region Uniqueness

Each cluster is unique and will require a different proportion of activities and resources. **Appendix A** provides information on current cluster status. Cluster Region Directors may need to work directly with individual programs to ensure appropriate mentoring and quality control. Cluster Regions that have experienced extensive shifting of personnel in the capacity of BTSA Directorship need to provide individualized support to programs to continue the process of quality implementation of BTSA-Induction.

Cluster Regions are expected to provide technical assistance to all counties and districts within the region. Their plans should reflect a strategy to accomplish this goal.

Needs Analysis

The first step for effective planning should be an identification of needs of programs, school districts, and county offices in the cluster. Analysis of this data should provide basic information necessary to develop short- and long-term strategies for the use of BTSA funds. The following data sources may be useful:

- Cluster Specific Status Data (Appendix A);
- BTSA program listing including the number of participating teachers and partner districts (Appendix B-1);
- List of unaffiliated school districts in each cluster (Appendix B-2);
- Alignment of BTSA Clusters with County Superintendent Regions (Appendix B-3);
- BTSA State Survey data (available upon request);
- Low-retention districts, high-priority districts and school sites within the region (see the CDE Web site, Dataquest); and
- Any other data that pertain to cluster region needs.

Plan for Cluster Region Activity

The needs determined and prioritized through the needs analysis can be quantified and an implementation plan can be developed that includes actions, budget, and a timeline. The narrative response to this RFA must address the plan of action for the 2004-2005 fiscal year for support of the BTSA programs and their links to teacher preparation

programs in the cluster area. Use the BTSA Activities and Projected Timelines, **Attachment D**, to develop and illustrate a comprehensive plan of action. Cluster Regions should take into account all funding sources that may complement and support BTSA-Induction when developing their plans (adjustments may be needed to accommodate fund availability and timeline).

**A. Cluster Region Support, Assistance & Accountability Components:
100 points**

Each program component describes the specific objectives and strategies in enough detail for readers to confirm a well-planned system of support for BTSA-Induction programs.

**Component 1, Cluster Region Support, Assistance, and Accountability:
20 points**

Cluster Region Technical Assistance and Support and Induction Program
Implementation.

Describe the area you propose to serve. Indicate the counties included in your proposal and the number of programs implementing BTSA including any unique and contextual information pertaining to the cluster. Describe and provide evidence of the level of expertise your LEA has in administering high quality induction programs. Based on your assessment of cluster region program needs, describe technical support objectives and goals for supporting BTSA-Induction programs with implementation. Describe the types and frequency of activities that the LEA proposes to deliver.

**Component 2, Cluster Region Support, Assistance, and Accountability:
20 points**

Capacity to deliver high quality BTSA-Induction Specific Professional Development
Activities

BTSA-Induction professional development activities for educators and school administrators, or related personnel working with educators, are those that will increase student learning and create partnerships with teacher preparation programs. Identify the professional development these programs are currently receiving and the professional development needs of the BTSA-Induction program staff, support providers, and administrators in your region. State the specific objectives for the cluster region-wide staff development and technical assistance visits. Describe in this application how you will provide the professional development services and what professional outcomes will result as aligned with the Standards of Quality and Effectiveness for Professional Teacher Induction Programs. Successful applicants will be required to use the professional development portion of their BTSA funds to support professional development for BTSA programs including: Roles and Responsibilities of K-12 School Organizations, Formative Assessment Training, Formal Program Review Training, and the New Director's Academy.

**Component 3, Cluster Region Support, Assistance, and Accountability:
20 points**

Induction Program Review, Accountability and Improvement

Program accountability activities are determined by the BTSA Task Force. Cluster Region Directors will be responsible for assisting programs in implementing the accountability activities. Describe the process for supporting programs in accountability and improvement. Resources for this may include: state survey data, Formal Program Review Reports, Program Budgets, and Program Improvement Plans. Include responses to the following questions: How will you assist programs in meeting the Standards of Quality and Effectiveness for Professional Teacher Induction programs? What activities or resources are you planning on using to facilitate this? Specifically describe the activities that will take place with all programs and how individualized support will be provided.

**Component 4, Cluster Region Support, Assistance, and Accountability:
10 points**

Induction Modification and Induction Program Approval

Describe your plan for assisting programs to make modifications to their induction program based on evidence gathered through implementation and evaluation activities. Also, describe the plan to expand BTSA-Induction to all eligible beginning teachers in your region, either by adding new districts (program breadth), or by combining existing programs, to ensure that all districts have the opportunity to participate in a BTSA- Induction program. Specifically, address how you will work with unaffiliated districts in your cluster region.

**Component 5, Cluster Region Support, Assistance, and Accountability:
10 points**

Partnerships and/or activities with Teacher Preparation Programs

Describe the existing partnership and collaborative activities with teacher preparation programs at districts and local colleges and universities, and describe how collaboration will be increased. Specify the outcomes from the collaboration that will benefit the BTSA programs in the cluster based upon the induction standards. Describe activities in collaboration with Teacher Preparation Programs that will be developed to enhance BTSA-Induction specific professional development of teachers, administrators and support providers.

**Component 6, Cluster Region Support, Assistance, and Accountability:
10 points.**

Integration with other Professional Development Efforts in the Cluster

Describe the BTSA-Induction activities that will be integrated with other statewide and local initiatives to attain *California Standards for the Teaching Profession* as well as academic content standards and performance levels adopted by the State Board of Education. Explain how these activities will improve teacher quality in

BTSA programs and increase teacher retention while meeting the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs*. Include responses to the following questions: How will you work with the current eleven superintendents' regions? How will you incorporate other state supported professional development, such as AB 466?

**Component 7, Cluster Region Support, Assistance, and Accountability:
10 points**

Communication

Describe the ways in which you will communicate with the CDE, CCTC, your Task Force liaison, as well as other Cluster Region Directors. Explain how the Cluster Region Director will communicate to colleagues within his/her LEA to provide induction related information and garner support for his/her work. Explain how this communication will be used to provide services to your cluster.

B. BTSA-Induction Activities and Projected Timeline: 10 points

The BTSA-Induction Activities and Projected Timeline, **Attachment D**, indicates and supports key activities associated with each Cluster Region Support, Assistance, and Accountability component narrative for the grant period. The timeline considers the different activities associated with the components and provides enough detail for readers to confirm a well-planned process for delivery of services.

C. Program Monitoring and Evaluation: 20 points

The narrative and **Attachment E**, BTSA-Induction Monitoring and Evaluation Activities, contain a clear description of a systematic and ongoing process to collect quantitative and qualitative data to:

1. Monitor each program to ensure it is being implemented to fully meet the Induction Standards
2. Provide regular feedback to programs on how to revise and improve implementation

D. Budget and Budget Justification: 10 points

A general breakdown of the total projected budget reflects approximate expenditures for each Cluster Region Support, Assistance and Accountability component as well as the training component. The responsibility of the Cluster Region Director is clearly delineated and illustrated within an organizational chart. Applicants must use the budget format provided in **Attachment G** showing the major category expenditures. **Attachment G** is a summary of the information contained within G-1 and G-2. **Two detailed budgets with justifications should be submitted, one reflecting the operations funds of \$188,900 (G-1) and the other reflecting training in the amount of \$64,000 (G-2).** It is desirable that LEAs ensure complementary efforts to avoid duplication of services and create

economies of scale. The budget must delineate the source of funds for all expenditures. Indirect costs shall be limited to the amount CDE approved in the LEAs official indirect cost plan. The LEA will demonstrate a commitment to provide in-kind support to the Cluster Region Director and clerical staff for the following: office space, and access to technological tools needed to perform the required work.

VI. APPENDICES

The following documents may assist applicants in writing the RFA:

- A. Cluster-Specific Data for Use in Planning of BTSA-Induction Cluster Activities
- B. Cluster Map and Information
- C. Sample Budget Justification
- D. Sample Cluster Region Support, Assistance, and Accountability

VII. ATTACHMENTS

The following attachments must be returned with your application:

- A. Application Cover Sheet
- B. Application Checklist
- C. Cluster Region Support, Assistance, and Accountability Component Narrative
- D. BTSA-Induction Activities and Projected Timeline
- E. BTSA-Induction Monitoring and Evaluation Activities
- F. LEA Organization Chart (provided by applicant)
- G. Budget Summary
 - G-1. Operations Budget Justification
 - G-2. Training Budget Justification
- H. Drug-Free Workplace Certification

**Request for Application
Beginning Teacher Support and Assessment Induction (BTSA)
Fiscal Year 2005-06**

APPENDICES

- A. Cluster-Specific Data for Use in Planning of BTSA-Induction Cluster Activities
- B. Cluster Map and Information
- C. Sample Budget Justification
- D. Sample Cluster Region Support, Assistance, and Accountability

APPENDIX B-1

BTSA Programs by Cluster Region

(With counties, number of participating teachers and districts)

Cluster Region 1: Northern/North Central Counties

Alpine, Butte, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, & Yuba

| BTSA Program 2004-05 | Number of Participating Districts | Number of Participating Teachers |
|--|--|---|
| Antioch USD BTSA | 1 | 50 |
| Brentwood USD (Far East Contra Costa BTSA Cons) | 5 | 90 |
| Butte COE BTSA | 15 | 96 |
| Davis Jt. Union (Yolo/Solano BTSA) | 7 | 60 |
| El Dorado COE BTSA | 18 | 62 |
| Elk Grove USD BTSA | 1 | 150 |
| Fairfield/Suisun USD BTSA | 1 | 100 |
| Lodi USD BTSA | 1 | 50 |
| Marin COE BTSA | 20 | 126 |
| Napa COE BTSA | 6 | 45 |
| Placer COE (Placer/Nevada County BTSA) | 29 | 140 |
| Sacramento BTSA Consortium (Sacramento COE) | 17 | 450 |
| Sacramento City USD BTSA | 1 | 103 |
| San Juan USD BTSA | 1 | 145 |
| Santa Rosa City Schools BTSA | 2 | 60 |
| Sonoma COE (North Coast Beginning Teacher Program) | 96 | 350 |
| Stockton USD BTSA | 1 | 120 |
| Sutter COE (Tri County BTSA) | 24 | 150 |
| Tehama COE (North State BTSA) | 112 | 125 |
| Tracy USD BTSA | 1 | 45 |
| Vallejo City/Solano County BTSA (Vallejo City USD) | 2 | 52 |
| West Contra Costa USD | 1 | 183 |
| Totals | 362 | 2,752 |

Cluster Region 2: Bay Area/Central Coast

Alameda, Contra Costa, Monterey, San Benito, San Francisco, San Luis, Obispo,
San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Solano, Ventura Counties

| BTSA Program 2004-05 | Number of Participating Districts | Number of Participating Teachers |
|---|--|---|
| Belmont-Redwood Shores SD/Peninsula NTP | 22 | 475 |
| Campbell Union ESD/Oak Grove SD | 2 | 101 |
| Contra Costa COE BTSA | 15 | 130 |
| Evergreen ESD | 1 | 50 |
| Fremont USD BTSA | 1 | 163 |
| Hayward USD BTSA | 2 | 75 |
| Milpitas USD BTSA | 1 | 31 |
| Monterey COE BTSA | 24 | 200 |
| Mt. Diablo USD BTSA | 1 | 181 |
| Newark USD (East Bay BTSA Consortium) | 4 | 180 |
| New Haven USD BTSA | 1 | 120 |
| Oakland USD BTSA | 1 | 225 |
| Palo Alto USD BTSA | 2 | 77 |
| Pleasanton USD | 3 | 90 |
| Redwood City SD | 1 | 52 |
| San Francisco USD | 2 | 150 |
| San Jose USD BTSA | 1 | 150 |
| San Luis Obispo COE BTSA | 12 | 85 |
| San Ramon Valley USD BTSA | 1 | 100 |
| Santa Barbara COE BTSA | 24 | 160 |
| Santa Clara COE BTSA | 10 | 70 |
| Santa Clara USD BTSA | 1 | 60 |
| Santa Cruz COE (New Teacher Project BTSA) | 32 | 550 |
| Sequoia Union HSD BTSA | 1 | 50 |
| Ventura COE BTSA | 23 | 540 |
| Totals | 188 | 4,065 |

Cluster Region 3: Central Valley

Amador, Bakersfield, Calaveras, Fresno, Kern, Kings, Madera, Mariposa, Merced,
San Joaquin, Stanislaus, Tulare, Tuolumne Counties

| BTSA Program 2004-05 | Number of Participating Districts | Number of Participating Teachers |
|----------------------------------|--|---|
| Bakersfield City SD BTSA | 1 | 121 |
| Central USD BTSA | 1 | 75 |
| Clovis USD BTSA | 1 | 110 |
| Fresno COE BTSA | 27 | 190 |
| Fresno USD BTSA | 1 | 137 |
| Greenfield Union SD BTSA | 1 | 60 |
| Hanford ESD | 1 | 40 |
| Kern County SOS BTSA | 36 | 304 |
| Kern HSD BTSA | 1 | 140 |
| Kings COE BTSA | 13 | 80 |
| Madera USD BTSA | 9 | 103 |
| Manteca USD | 1 | 120 |
| Merced COE BTSA | 23 | 120 |
| Modesto City BTSA | 1 | 62 |
| Panama-Buena Vista Union SD BTSA | 1 | 60 |
| San Joaquin COE BTSA | 11 | 143 |
| Selma USD BTSA | 1 | 58 |
| Stanislaus COE BTSA | 41 | 300 |
| Tulare City ESD BTSA | 2 | 50 |
| Tulare COE BTSA | 32 | 85 |
| Visalia USD BTSA | 1 | 43 |
| Totals | 206 | 2,403 |

Cluster Region 4: Los Angeles County

| BTSA Program 2004-05 | Number of Participating Districts | Number of Participating Teachers |
|--|--|---|
| Alhambra USD BTSA | 2 | 58 |
| Azusa USD | 1 | 40 |
| Baldwin Park USD BTSA | 1 | 41 |
| Bellflower USD BTSA | 1 | 113 |
| Burbank USD BTSA | 1 | 15 |
| Castaic Union SD | 1 | 17 |
| Compton USD BTSA | 1 | 100 |
| Culver City USD BTSA | 2 | 50 |
| Downey USD BTSA | 1 | 80 |
| El Rancho USD BTSA | 1 | 50 |
| Glendale USD BTSA | 2 | 50 |
| Hacienda La Puente USD BTSA | 1 | 57 |
| Lawndale USD (Lennox/Hawthorne BTSA) | 4 | 105 |
| Long Beach USD BTSA | 1 | 350 |
| Los Angeles COE BTSA | 12 | 160 |
| Los Angeles USD BTSA | 19 | 1600 |
| Los Angeles USD (DI Induction) | 1 | 450 |
| Montebello USD BTSA | 1 | 50 |
| Norwalk-La Mirada USD BTSA | 1 | 80 |
| Palos Verdes Peninsula USD | 5 | 150 |
| Paramount USD BTSA | 1 | 65 |
| Pasadena USD BTSA | 1 | 70 |
| Pomona USD BTSA | 1 | 75 |
| Rowland USD BTSA | 1 | 70 |
| San Gabriel USD BTSA | 6 | 60 |
| Santa Monica-Malibu USD BTSA | 1 | 40 |
| Saugus Union ESD (Santa Clarita Valley BTSA) | 4 | 100 |
| Temple City USD BTSA | 3 | 75 |
| Torrance USD BTSA | 1 | 170 |
| Walnut Valley BTSA | 6 | 170 |
| West Covina USD (Tri-District Consortium BTSA) | 4 | 70 |
| William S. Hart HSD (CHART BTSA) | 1 | 100 |
| Totals | 89 | 4,681 |

Cluster Region 5: Imperial, Orange, San Diego Counties

| BTSA Program 2004-05 | Number of Participating Districts | Number of Participating Teachers |
|--|--|---|
| Anaheim City SD BTSA | 1 | 142 |
| Anaheim Union HSD BTSA | 1 | 160 |
| Buena Park ESD BTSA | 1 | 19 |
| Cajon Valley Union ESD (East County Consortium BTSA) | 7 | 89 |
| Capistrano USD BTSA | 1 | 172 |
| Chula Vista ESD BTSA | 1 | 58 |
| Encinitas Union ESD (North Coastal Consortium BTSA) | 6 | 112 |
| Escondido ESD BTSA | 1 | 78 |
| Escondido Union HSD BTSA | 1 | 34 |
| Fullerton ESD | 2 | 82 |
| Fullerton Jt. Union HSD BTSA (Project START) | 1 | 37 |
| Garden Grove Unified BTSA | 1 | 69 |
| Grossmont Union HSD BTSA | 1 | 119 |
| Imperial COE BTSA: (Consortium) | 17 | 44 |
| La Mesa - Spring Valley SD BTSA | 1 | 62 |
| Newport-Mesa USD BTSA | 1 | 107 |
| Oceanside City USD BTSA | 1 | 36 |
| Ocean View SD (West Orange Co. Consortium) | 4 | 130 |
| Orange County COE BTSA | 9 | 122 |
| Orange USD BTSA | 1 | 184 |
| Placentia-Yorba Linda USD BTSA | 1 | 134 |
| Poway USD BTSA | 1 | 113 |
| Saddleback Valley BTSA | 1 | 58 |
| San Diego City USD | 1 | 661 |
| San Diego COE (North County PDF BTSA) | 11 | 91 |
| San Diego COE (South County Consortium BTSA) | 6 | 98 |
| San Dieguito Union HSD BTSA | 1 | 54 |
| San Marcos USD BTSA | 1 | 84 |
| Santa Ana USD BTSA | 1 | 73 |
| Sweetwater Union HSD BTSA | 1 | 176 |
| Tustin USD BTSA | 1 | 85 |
| Vista Unified BTSA | 1 | 38 |
| Totals | 80 | 3,521 |

Cluster Region 6: Inland Empire
Riverside, Inyo, Mono, San Bernardino Counties

| BTSA Program 2004-05 | Number of Participating Districts | Number of Participating Teachers |
|---------------------------------|--|---|
| Antelope Valley Union HSD BTSA | 1 | 59 |
| Chaffey Jt. Union HSD BTSA | 1 | 25 |
| Chino Valley USD BTSA | 1 | 113 |
| Corona-Norco USD BTSA | 1 | 162 |
| Etiwanda SD BTSA | 1 | 75 |
| Fontana USD BTSA | 1 | 200 |
| Keppel Union ESD BTSA | 2 | 19 |
| Lancaster ESD BTSA | 3 | 61 |
| Murrieta Valley USD BTSA | 1 | 100 |
| Ontario-Montclair SD BTSA | 1 | 90 |
| Palmdale ESD BTSA | 1 | 50 |
| Rialto USD BTSA | 1 | 118 |
| Riverside COE (RIMS BTSA) | 58 | 1250 |
| Riverside USD BTSA | 1 | 175 |
| San Bernardino City USD BTSA | 1 | 325 |
| Westside Union ESD BTSA | 1 | 20 |
| Totals | 76 | 2,842 |

APPENDIX B-3a

COUNTY SUPERINTENDENT REGIONS

REGION 1:

County

Del Norte
Humboldt
Lake
Mendocino
Sonoma

REGION 5:

County

Monterey
San Benito
Santa Clara
Santa Cruz

REGION 9:

County

Imperial
Orange
San Diego

REGION 2:

County

Butte
Glenn
Lassen
Modoc
Plumas
Shasta
Siskiyou
Tehama
Trinity

REGION 6:

County

Amador
Calaveras
San Joaquin
Stanislaus
Tuolumne

REGION 10:

County

Inyo
Mono
Riverside
San Bernardino

REGION 3:

County

Alpine
Colusa
El Dorado
Nevada
Placer
Sacramento
Sierra
Sutter
Yolo
Yuba

REGION 7:

County

Fresno
Kings
Madera
Mariposa
Merced
Tulare

REGION 11:

County

Los Angeles

REGION 4:

County

Alameda
Contra Costa
Marin
Napa
San Francisco
San Mateo
Solano

REGION 8:

County

Kern
San Luis Obispo
Santa Barbara
Ventura

APPENDIX C

SAMPLE BUDGET JUSTIFICATION

(Indicate Percentage of Support to be provided by all funding sources)

| Budget Description | BTSA Budget |
|---|-------------|
| <p>1000 Certificated Salaries (List all certificated project employees in this contract, including percentage of Full Time Equivalent (FTE) and rate of pay per day, month and/or year.)</p> <p>For example: Director: 224 days at \$209/day. The Director will serve as a facilitator for the cluster region and, along with coordination, provide technical assistance, coordinate regional meetings, develop monthly newsletter, and provide other services to meet the objectives of the project.</p> | |
| <p>2000 Classified Salaries List all classified project employees, including percentage of Full Time Equivalent (FTE) and rate of pay per day, month and/or year.)</p> <p>For example: Secretary: 12 months (.5FTE) at \$1,900/month. The secretary will provide general clerical support for the Cluster Director, performing a wide variety of technical, clerical, and support services in the areas of technical writing, public relations, administrative assistance, budget development, maintenance/record keeping, and general office procedures.</p> | |
| <p>3000 Employee Benefits List and include the percentage and dollar amount for each employee benefit being claimed, for example: 10% FICA - \$1,973.94 9% Medicare - \$756.21 3% FUTA - \$246.52 3% SUTA - \$246.52 8% Workers Compensation - \$711.54</p> | |
| <p>4000 Books and Supplies This category includes materials used and distributed during workshops, and training; supplies; and publications necessary to operate a project office. Resource library materials for instructional use will be purchased under this object code.</p> | |
| <p>5000 Services and Other Operating Expenditures Record expenditures for services, rents, operating leases, maintenance contracts, dues, travel, insurance, utilities, attorney fees, audit fees, and other operating expenses. Expenditures may be authorized by contracts, agreements, purchase orders and so on.</p> | |
| <p>6000 Capital Outlay Record expenditures for capital assets such as equipment. <i>This is not a budgeted item. Equipment may only be purchased with prior CDE authorization.</i></p> | |
| <p>7300 – 7399 Direct Support / Indirect Costs Indicate county rate used for indirect cost.</p> | |

ATTACHMENT A
Beginning Teacher Support and Assessment

APPLICATION COVER SHEET
March 15, 2005

CD Code _____

Federal ID # _____

Local Educational Agency

Address

City

Zip

County

Cluster Region

Contact Person

Title

()

Telephone

()

Fax

E-mail address: _____

| |
|--|
| Statement of Assurance that the authorized agent agrees to all conditions identified in Request for Application, including willingness to participate in an external evaluation. |
|--|

Superintendent Name (Printed)

Signature of Superintendent

Date

ATTACHMENT C

CLUSTER REGION SUPPORT, ASSISTANCE, AND ACCOUNTABILITY COMPONENT NARRATIVE

Component 1 – Narrative

Component 2 – Narrative

Component 3 – Narrative

Component 4 – Narrative

Component 5 - Narrative

Component 6 – Narrative

Component 7 - Narrative

ATTACHMENT D

BTSA Induction Activities and Projected Timeline

| BTSA-Induction (Indicate when each activity is scheduled) | Timeline July 2005-June 2006 | | | | | | | | | | | |
|--|---------------------------------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|
| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
| Cluster Technical Assistance and Support-Induction Program Implementation | | | | | | | | | | | | |
| BTSA-Induction Specific Professional Development <ul style="list-style-type: none"> • CFASST • R & R of K-12 • New Director's Academy • Formal Program Review • Induction Submission/Approval • Standards 15-20 | | | | | | | | | | | | |
| Induction Program Review, Accountability, and Improvement | | | | | | | | | | | | |
| Induction Expansion and Induction Program Approval | | | | | | | | | | | | |

ATTACHMENT D

BTSA Induction Activities and Projected Timeline

| BTSA-Induction (Indicate when each activity is scheduled) | Timeline July 2005-June 2006 | | | | | | | | | | | |
|---|---------------------------------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|
| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
| Partnerships and/or Activities with Teacher Preparation Programs | | | | | | | | | | | | |
| Integration with other Professional Development Efforts in the Cluster | | | | | | | | | | | | |
| Communication | | | | | | | | | | | | |

ATTACHMENT F

LEA ORGANIZATION CHART

(Insert organization chart here)

ATTACHMENT G-1
Beginning Teacher Support and Assessment Program
FY 2005-06 Budget – Cluster Region Director (Operations)

Name of Lead Sponsoring Organization: _____ Date of Approval: _____

CD Code: _____ Name of Cluster Director: _____ Cluster #: _____

Signature of Authorized Official: _____ Title of Official: _____


| Object/Category | BTSA State Funding Request | Justification of BTSA Funding Request (Include Calculations) |
|---|----------------------------------|---|
| 1000 Certificated Salaries | | |
| 2000 Classified Salaries | | |
| 3000 Employee Benefits | | |
| 4000 Books and Supplies | | |
| 5000 Contract Services & Other Operating Expenses | | |
| 6000 Capital Outlay (i.e. equipment) | | |
| 7300 Indirect Costs | | |
| TOTAL BUDGET AMOUNT | | |

DRUG-FREE WORKPLACE CERTIFICATION

STD.21 (REV.12-93)

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

| | |
|--|-----------------------------|
| CONTRACTOR/BIDDER FIRM NAME | FEDERAL ID NUMBER |
| BY (Authorized Signature)  | DATE EXECUTED |
| PRINTED NAME OF PERSON SIGNING | TELEPHONE NUMBER () |
| TITLE | |
| CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS | |

The contractor or grant recipient named above hereby certifies compliance with *Government Code* Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by *Government Code* Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by *Government Code* Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by *Government Code* Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until _____
(NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and condition of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency

APPENDIX A
Cluster Specific Data for Use in Planning BTSA-Induction Cluster Activities
(as of August 1, 2004)

| Current Program Maturity | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Cluster 1 | Cluster 2 | Cluster 3 | Cluster 4 | Cluster 5 | Cluster 6 |
| 0-2 Years | 1 | 2 | 1 | 5 | 4 | 1 |
| 3-5 Years | 15 | 4 | 11 | 12 | 16 | 12 |
| Over 5 Years | 6 | 20 | 9 | 16 | 12 | 2 |

| Current Director Experience | | | | | | |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Cluster 1 | Cluster 2 | Cluster 3 | Cluster 4 | Cluster 5 | Cluster 6 |
| 0-2 Years | 9 | 11 | 6 | 13 | 16 | 7 |
| 3-5 Years | 6 | 9 | 12 | 9 | 0 | 7 |
| Over 5 Years | 7 | 7 | 3 | 11 | 16 | 1 |

| Unserved Districts or County Offices of Education | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
| | Cluster 1 | Cluster 2 | Cluster 3 | Cluster 4 | Cluster 5 | Cluster 6 |
| | 0 | 10 | 31 | 3 | 1 | 0 |

| Programs Reconfiguring under SB 2042 | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
| | Cluster 1 | Cluster 2 | Cluster 3 | Cluster 4 | Cluster 5 | Cluster 6 |
| | 0 | 2 | 0 | 1 | 4 | 0 |

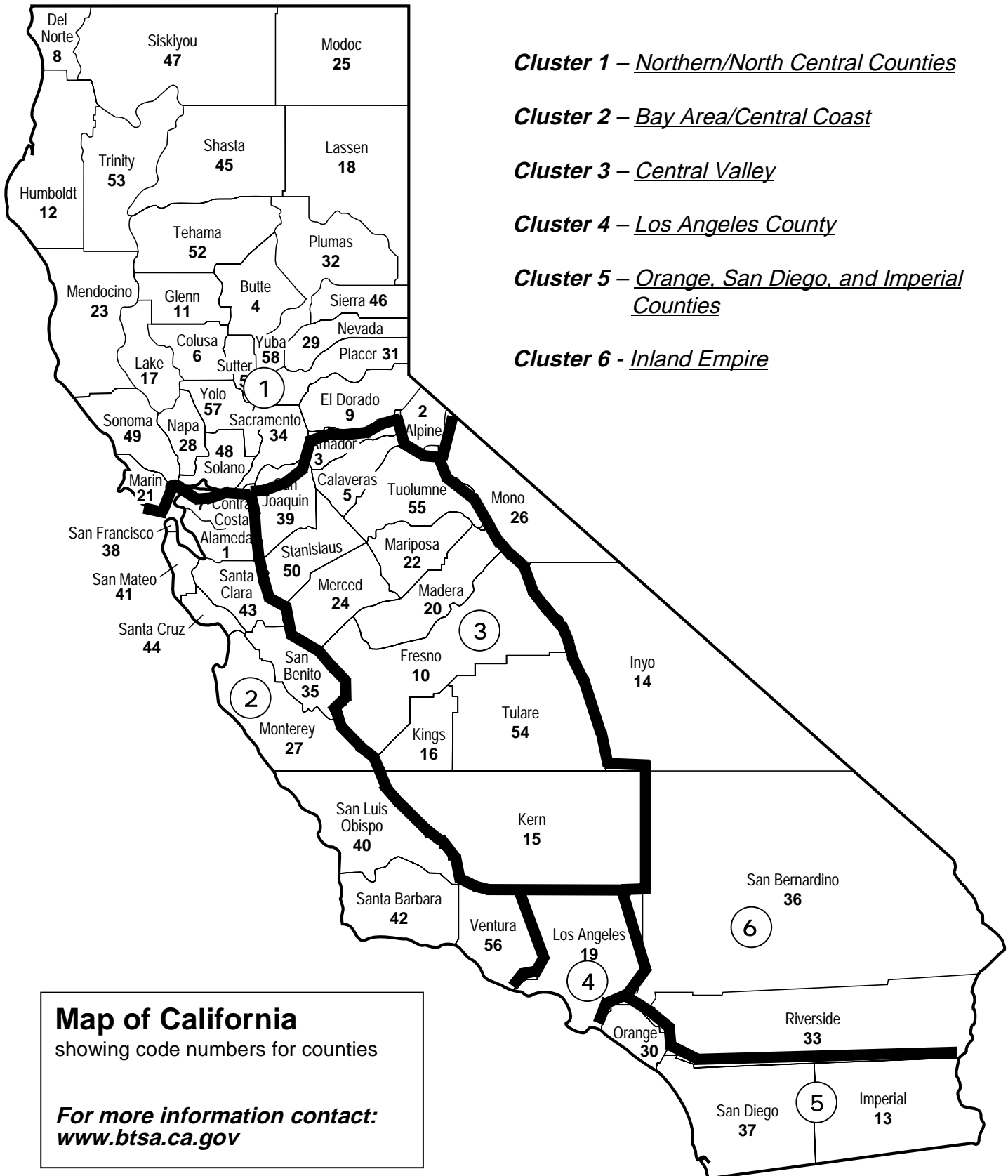
| Formative Assessment System | | | | | | |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Cluster 1 | Cluster 2 | Cluster 3 | Cluster 4 | Cluster 5 | Cluster 6 |
| CFASST | 15 | 16 | 18 | 26 | 31 | 15 |
| SCNTP | 6 | 8 | 2 | 7 | 0 | 0 |
| Local | 1 | 3 | 1 | 1 | 1 | 0 |
| Total Programs | 22 | 27 | 21 | 34 | 32 | 15 |

APPENDIX B-2
Unaffiliated Districts and County Offices of Education
(December 16, 2003)

| County | School District |
|---------------|---|
| Alameda | Mountain House Elementary |
| Kern | Belridge Elementary |
| Kern | Caliente Union Elementary |
| Kern | Linns Valley-Poso Flat Union |
| Kern | Midway Elementary |
| Kern | Rio Bravo-Greeley Union Elementary |
| Kern | Semitropic Elementary |
| Los Angeles | Hughes-Elizabeth Lakes Union Elementary |
| Los Angeles | Lowell Joint Elementary |
| Los Angeles | Wiseburn Elementary |
| Madera | Madera Co. Office of Education |
| Orange | Savanna Elementary |
| San Benito | Bitterwater-Tully Union Elemen |
| San Benito | Cienega Union Elementary |
| San Benito | Jefferson Elementary |
| San Benito | North County Joint Union Elementary |
| San Benito | Panoche Elementary |
| San Benito | San Benito Co. Office of Education |
| San Benito | Southside Elementary |
| San Benito | Tres Pinos Union Elementary |
| San Benito | Willow Grove Union Elementary |
| San Joaquin | Holt Union Elementary |
| San Joaquin | New Hope Elementary |
| San Joaquin | New Jerusalem Elementary |
| San Joaquin | Oak View Union Elementary |
| Stanislaus | Gratton Elementary |
| Stanislaus | La Grange Elementary |
| Tulare | Columbine Elementary |
| Tulare | Ducor Union Elementary |
| Tulare | Hope Elementary |
| Tulare | Hot Springs Elementary |
| Tulare | Outside Creek Elementary |
| Tulare | Rockford Elementary |

| County | School District |
|---------------|--------------------------------|
| Tulare | Saucelito Elementary |
| Tulare | Springville Union Elementary |
| Tulare | Stone Corral Elementary |
| Tulare | Terra Bella Union Elementary |
| Tulare | Tipton Elementary |
| Tulare | Traver Joint Elementary |
| Tulare | Waukena Joint Union Elementary |
| Tuolumne | Bellevue Elementary |
| Tuolumne | Curtis Creek Elementary |

BTSA Clusters – 2003-2004



APPENDIX D

Sample Activities That May Address the Components 1-7, Cluster Region Support, Assistance, and Accountability

Component 1: 20 points

Cluster Region Technical Assistance & Support and Induction Program Implementation

- Provide differentiated support for BTSA-Induction programs to serve all eligible beginning teachers, including special educators and designated subjects credential holders.
- Support development of an infrastructure within the school districts to support the development of BTSA as a credential program.
- Make a minimum of a yearly visit to each program in the cluster region.
- Support programs that use local assessment systems to provide a quality formative assessment program to beginning teachers.
- Participate in and help coordinate statewide directors' meeting.
- Plan, facilitate and evaluate cluster region meetings.
- Provide support and assistance for programs to implement Induction Standards.

Component 2: 20 points

BTSA-Induction Specific Professional Development

- Coordinate the delivery of training for program directors, support providers, and site administrators using a Trainer of Trainer model where appropriate:
 - Formative Assessment Training (CFASST)
 - Roles and Responsibilities of K-12 School Organizations Training
 - New Director Academy Training
 - Formal Program Review Training
- Schedule and organize logistics for Training of Trainers including recruit and select Cluster Trainers.
- Support programs in maintaining quality professional development providers.
- Provide Professional Development for Cluster Region Directors and Program Staff as needed.

Component 3: 20 points

Induction Program Review, Accountability, and Improvement

- Review BTSA budgets.
- Read and respond to Annual Improvement Plans.
- Assist programs to provide retention data annually.
- Facilitate BTSA-Induction Formal Program Reviews.
- Assist BTSA-Induction programs to use evaluation data to refine the local induction program design. Support the programs in submitting a supplemental submission when required.
- Assist in maintaining a statewide database for all BTSA program participants.
- Provide Task Force and LEA with evaluation information.

Component 4: 10 points**Induction Modification and Program Approval**

- Disseminate information about teacher induction programs to all school districts, county offices of education, and interested parties within the cluster region.
- Support SB 2042 document writing and submission process.

Component 5: 10 points**Collaboration with Teacher Preparation Programs**

- Support Induction programs in creating, maintaining, and deepening collaboration with teacher preparation programs in the cluster region.
- Facilitate communication and coordination between teacher preparation programs implementing the Teaching Performance Assessment (TPA) and BTSA-Induction Programs implementing formative assessment.

Component 6: 10 points**Integration with other Professional Development Efforts in the Cluster Region**

- Coordinate with other regional professional development activities, including state, county and local professional development activities such as AB 466.
- Attend County Superintendent's meetings as needed.

Component 7: 10 points**Communication**

- Communicate regularly with LEA administrator.
- Attend Cluster Region Leadership Team meetings as appropriate.
- Communicate and coordinate with other BTSA consultants.
- Attend four 2-day statewide leadership team meetings.
- Communicate regularly and in a timely manner with Task Force Liaison, CDE, and CCTC.

ATTACHMENT B

Beginning Teacher Support and Assessment

APPLICATION PACKAGE CHECKLIST

Name of Application: _____

This checklist is to assist potential applicants in the preparation of their applications and shall not be considered exclusive or relieve applicants from responsibility for compliance with any and all requirements of this RFA.

- () One (1) original and three (3) copies of the application submitted.
- () The original copy bears an original signature.
- () Each copy of the application has a cover sheet signed by an authorized representative and includes the company's Federal Identification number and the CDS Code.
- () Application pages numbered consecutively.
- () Application stapled.

All sections are complete and included in the RFA package in the order listed below.

- () Attachment A, Application Cover Sheet
- () Attachment B, Application Package Checklist
- () Attachment C, Cluster Region Support Assistance and Accountability

Components Program Narrative in the following order:

- ✓ Cluster Technical Assistance and Support
 - ✓ Capacity to deliver high level BTSA/ Induction specific professional development activities
 - ✓ Induction Program Review, Accountability and Improvement
 - ✓ Induction Expansion and Program Approval
 - ✓ Partnerships and/or Activities with Local Institutions of Higher Education (IHEs)
 - ✓ Integration with other Professional Development Efforts
 - ✓ Communication
-
- () Attachment D, BTSA Activities and Projected Timeline
 - () Attachment E, BTSA Program Monitoring and Evaluation
 - () Attachment F, Organization Chart
 - () Attachment G, Budget and Budget Justification
 - () Attachment H, Drug-Free Certification

**Beginning Teacher Support and Assessment (BTSA)
January 2005**

ATTACHMENTS

The following documents must be returned with the application:

- A. Application Cover Sheet
- B. Application Package Checklist
- C. Cluster Region Support, Assistance, and Accountability
- D. BTSA Activities and Projected Timeline
- E. BTSA Program Monitoring and Evaluation Activities
- F. LEA Organization Chart (provided by applicant)
- G. Budget Summary
- G-1. Operations Budget Justification
- G-2. Training Budget Justification
- H. Drug-Free Workplace Certification

ATTACHMENT E
BTSA Induction Monitoring and Evaluation Activities

| Program Outcomes | How Monitored | Person Responsible and Timeline |
|--|----------------------|--|
| Cluster Technical Assistance and Support - Induction Program Implementation | | |
| BTSA-Induction Specific Professional Development | | |
| Induction Program Review, Accountability, and Improvement | | |

ATTACHMENT E
BTSA Induction Monitoring and Evaluation Activities

| Program Outcomes | How Monitored | Person Responsible and Timeline |
|---|----------------------|--|
| Expansion and Induction Program Approval | | |
| Collaboration with Teacher Preparation Programs | | |
| Integration with other Professional Development Efforts in the Cluster | | |
| Communication | | |

ATTACHMENT G
Beginning Teacher Support and Assessment Program
FY 2005-06 Budget Summary – Cluster Region Director

Name of Lead Sponsoring Organization: _____ Date of Approval: _____

CD Code: _____ Name of Cluster Region Director: _____ Cluster #: _____

Signature of Authorized Official: _____ Title of Official: _____

| Object Code | Line Item Description | BTSA Operations Budget | BTSA Training Budget |
|-------------|---|------------------------|----------------------|
| | | | |
| 1000 | Certificated Salaries | | |
| 2000 | Classified Salaries | | |
| 3000 | Employee Benefits | | |
| 4000 | Books and Supplies | | |
| 5000 | Services and Other Operating Expenditures | | |
| 6000 | Capital Outlay – only with prior CDE approval | | |
| 7300 | Indirect (indicate rate) | | |
| | TOTAL | | |

Please indicate any regional or county support in each of the budget categories. Please check your amounts to verify that they reflect the amount of the grant award.

ATTACHMENT G-2
Beginning Teacher Support and Assessment Program
FY 2005-06 Budget – Cluster Region Director (Training)

Name of Lead Sponsoring Organization: _____ Date of Approval: _____

CD Code: _____ Name of Cluster Director: _____ Cluster #: _____

Signature of Authorized Official: _____ Title of Official: _____

| Object/Category | BTSA State Funding Request | Justification of BTSA Funding Request (Include Calculations) |
|---|----------------------------------|---|
| 1000 Certificated Salaries | | |
| 2000 Classified Salaries | | |
| 3000 Employee Benefits | | |
| 4000 Books and Supplies | | |
| 5000 Contract Services & Other Operating Expenses | | |
| 6000 Capital Outlay (i.e. equipment) | | |
| 7300 Indirect Costs | | |
| TOTAL BUDGET AMOUNT | | |